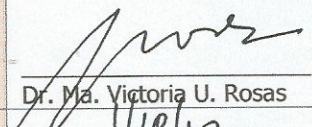


Procedure No:	ACA-PROC-REG-0019
Procedure Title:	Admission of Foreign Students
Related Policy:	ACA-POL-REG-0019 Admission of Foreign Students
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
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Office of Origin: (Procedure Expert)	Office of the Registrar
"Supersedes" Notification:	
Procedure Description:	This procedure details term requirements and key persons involved in the admission of foreign students.
Areas of Responsibility:	Office of the Registrar
Procedure Details:	<p>Step 1. The applicant fills out the admission application form and pays the entrance examination fee.</p> <p>Step 2. The applicant is interviewed by the Admissions Officer from the Guidance and Counseling Center.</p> <p>Step 3. The applicant takes the entrance examination.</p> <p>Step 4. If the applicant passes the entrance examination, he is required to submit the following documents to the Registrar's Office</p> <ul style="list-style-type: none"> 1.1 Photocopy of the passport (authenticated) 1.2 Photocopy of the parent's passport 1.3 Original copies of the school credentials with English translation 1.4 Original copy of the birth certificate with authentication from the Department of Foreign Affairs 1.5 I-card of the parents. <p>Step 5. The Registrar shall issue an acceptance letter which will be submitted to the Bureau of Immigration.</p> <p>Step 6. The Liaison Officer processes the students Special Study Permit (SSP).</p> <p>Step 7. The foreign student applicant will be requested to fill out an enrollment contract.</p> <p>Step 8. Once enrolled, the foreign student shall renew his SSP annually for basic education and collegiate students and every six months for graduate school students.</p>
Procedure Approval Authority:	Registrar
References:	Registrar's Guidebook page 32 MORPHE Article XVIII Sec. 82 page 61
Definition:	
Help Page:	Office of the Registrar
Prepared by:	Planning, Funding and Development Office
Approved by:	 Dr. Ma. Victoria U. Rosas
Date of Approval:	1/10/12

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